

OFFICE OF TRAINING

NOTICE  
NO. 13-60

10 May 1960

SUBJECT : Records Management

1. The following memorandum has been received from the Chief, Management Staff:

"1. As delineated this morning at the DCI Staff meeting, I recommend two actions for your supervisory personnel - as follows:

- a. Bear down on that first principle of good managing - FOLLOW UP ON YOUR INSTRUCTIONS.
- b. Remedy the three fairly widespread faults in respect to your Records Officers. These faults are:
  - (1) Insufficient time allowed them to do their jobs. You give them too many other things to do.
  - (2) Insufficient training (we'll help).
  - (3) Too much turnover - which deprives you of their necessary experience.

2. I restate below the three challenges:

- a. Severely question the amount of records which are scheduled for retention at Headquarters for any length of time.
- b. Challenge the dates of retention of all records at the Records Center.
- c. Challenge that disposition which says: Hold indefinitely - destroy when no longer needed."

2. It is very important that action be taken by supervisory personnel to cooperate in the Records Management Program by implementing the above recommendations.

MATTHEW BAIRD  
Director of Training

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